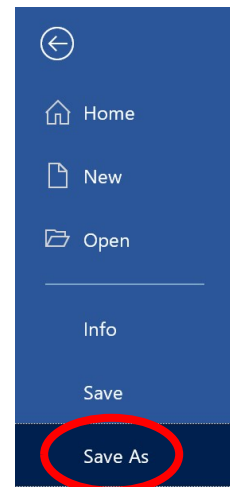# Save As PDF Feature in Office 365 Applications

Save As PDF is different from Print to PDF because it translates the information you'd see on the printed page and any metadata, like links and bookmarks, will also be translated and visible.

***The following example uses Office 365 Word but the Save As PDF feature can be used in Word, Excel, PowerPoint, etc.

1. When the file is completed, select File in the upper left-hand corner.

2. Select Save As in the File menu.

3. In the top right-hand corner, select Documents and select where the file should be saved. Enter the file name if necessary. In the drop-down box, select PDF. Then Save.